

**Town of Forest Heights  
Council Work Session-7:30 PM  
Monday, December 4, 2019  
Municipal Building  
Meeting Minutes**

**Call to Order:** -7:30 pm

**Roll Call:** CM Barnes, CM Kennedy II, CW Hines, Mayor Muhammad present. CM Washington, CW Noble, CW Mann absent.

**Moment of Silence:**

**Pledge of Allegiance:**

**Approval of Agenda:** Motion by CW Hines to approve the agenda; seconded by CM Kennedy II; all in favor; motion passed.

**Approval of Meeting Minutes from November 20, 2019:** Motion by CM Kennedy II to approve the November 20, 2019 minutes; seconded by CW Hines; all in favor; motion passed.

**Presentation by Tracy Stutter and Eli Morrick of Petra Development:** Mr. Morrick announced a proposal to develop mixed-use properties on the southwest edge of a residential area in the Town of Forest Heights, which would include senior housing, affordable housing, and retail/commercial space. Ms. Stutter described the steps needed to rezone the property. The properties are currently zoned R-55(One-Family Detached Residential) and R-R (Rural Residential). Petra put in a rezoning application. The sector plan passed by the Town in 2014 needs to be amended to reflect the zoning change, and the proposal needs a master plan conformance to move forward. They are requesting that the Council move forward with the amendment to the 2014 sector plan, a letter of support for the Planning Board and County Council, and the Town Council to pass a resolution supporting the development. A Road Waiver would also be needed to build an access road, as well as a tax abatement.

**Public Period-- None**

**Staff Reports**

**Treasurer's Report:** Status report of the Town's finances for the month of November 2019 were distributed to the Town Council.

**Public Works Report:** Public Works is working with Fort Myer Construction and SHA (State Highway Administration) on infrastructure for North Huron Drive. The Department met with District Three of SHA concerning the ownership of Sachem Hill. That matter has been turned over to the Town Attorney and ownership is still being determined. Benches for the Community Gathering Space will be put up within the week. A contract has been signed for maintenance work for Rolph Drive. Public Works employees will also receive training on tree boxes. Mr. Larry Vaughn announced Mr. Dunkley as the new Building Custodian. Mr. Vaughn is in the process of obtaining an erosion control certificate from SHA.

**Circuit Rider's Report:** Mr. Stanley Mosley described the progress of a grant for robotic cameras that would tie into a Horizon television station, for the purpose of having a public access show. He is working with Pepco to see about payment of LED lights in Town Hall.

**Chief of Police Report:** Status report for the month of November 2019 were distributed to the Town Council.

**Code Enforcement Report:** Officer Joseph Hawkins reported that the Code Enforcement software is up and running and automates the process for issuing forms. A portal will be put up on the website for visitors to have access to forms.

**Town Administrator's Report:** Mr. Robinson stated that the asbestos removal in the Municipal Building will take place on December 16, 17, and 18. The building will be closed during this time.

**Council Reports**

**Ward I -- None**

**Ward II -- None**

**Ward III:** CW Hines announced the Town Tree Lighting on Friday, December 6 at 6pm, and the Children's Holiday Party on Saturday, December 21 from 2-5pm.

**Mayor's Report:** Mayor Muhammad asked everyone to make new Town employees feel welcome. The Town Clerk added the Senior Gala announcement on Saturday, December 14 from 4-8pm, and the Christmas Basket Giveaway on December 20<sup>th</sup>.

**Legislation**

**Resolution 68-19** A Resolution for the adoption of an amendment to the Town's Employee Handbook regarding the take-home vehicle program; and generally relating to the authorization and use of vehicles and other transportation; introduced by CM Barnes; motion by CM Barnes to waive the full reading; seconded by CM Barnes; all in favor; motion passed; discussion; CM Barnes requested a deletion of page 4, paragraph 4 on long-term use, stating that he felt no Town employee should take home vehicles and wanted to change the language as to who could authorize it; Attorney Best noted that the policy would be silent on long-term vehicle use.

**Resolution 69-19:** A Resolution of the Mayor and Council of the Town of Forest Heights, Maryland, to approve the employment and appointment of Officer Antoine Williams as a full-time police officer to serve within the Forest Heights Police Department; introduced by Mayor Muhammad; motion by CW Hines to waive the full reading; seconded by CM Kennedy II; all in favor; discussion; Chief Anthony Rease stated that Williams originally came as a reserve officer, and has been part-time since August.

**Resolution 70-19:** A Resolution to authorize the mayor to distribute a Christmas bonus to the Town employees; introduced by Mayor Muhammad; motion by CW Hines to waive the full reading; seconded by CM Kennedy II; discussion.

**New Business:** CW Hines asked about participating in Adopt-A Tree along Maryland 210 next year. Chief Anthony Rease announced that Target donated \$200 gift cards to each child participating in the Town's Shop with a Cop program set for December 13<sup>th</sup>. The FHPD will also be participating in the county Shop with a Cop on Saturday, December 14<sup>th</sup>. He also stated that the Police Department will be doing a Santa Run in Town on Christmas Eve at 7PM. and will bring gifts to any children outside.

**Meeting Adjourned:** 8:44pm.